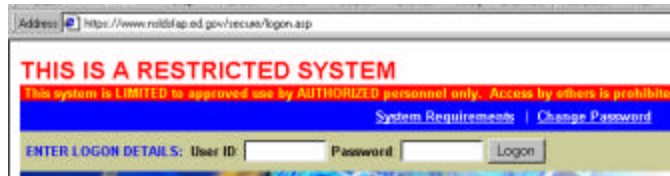
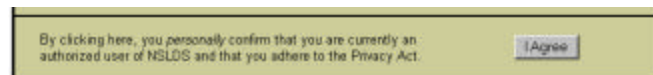


The following provides a step-by-step description of how to request and download the electronic loan record detail report.

**Step 1:** Log onto the Department's NSLDS website at **www.NSLDSFAP.ed.gov** by entering the user's NSLDS **user-ID and password** and clicking on **Logon**.



**Step 2:** Read the Privacy Act statement and confirm that you are an authorized user of NSLDS and you will adhere to the Privacy Act by clicking on **I Agree**.



**Step 3:** Once logged onto NSLDS, select the **Report** tab at the top of the screen.



**Step 4:** Under the Report function, click on the blue number box to the left side of the screen for the **CDR Loan Detail Report**.

**Step 5:** Select either **Extract** OR **Report**. This option will determine the format of the file that is provided.



- An **extract** allows a school to query the cohort default rate data based on the school's needs. The file layout for the extract is located in "Appendix B".
- A **report** is representative of the hardcopy loan record detail report and can be accessed using standard word processing software.

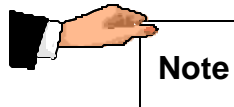
**Step 6:** Click on **Submit**.



**Step 7:** Verify that the information is correct and click **Confirm**.

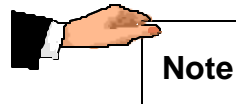


**Step 8:** A message will appear indicating the request was successfully submitted.

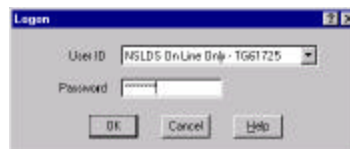
For questions about the NSLDS website or requesting the electronic loan record detail report, contact NSLDS Customer Service at (800) 999-8219 or [nsldscoe@raytheon.com](mailto:nsldscoe@raytheon.com).

**Step 9:** Before downloading the electronic loan record detail report from the Title IV WAN mailbox associated with the NSLDS user-ID that was used to make the request for the report, verify that the Title IV WAN mailbox has been successfully converted to receive data via the Student Aid Internet Gateway.

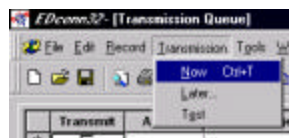


If the Title IV WAN mailbox in question has not been successfully converted or if you are unsure if the Title IV WAN mailbox has been successfully converted to the Student Aid Internet Gateway, contact Title IV WAN Customer Service at (800) 615-1189.

**Step 10:** Log into the EDconn32 software using the user-ID associated with the NSLDS user-ID that was used to make the request for the electronic loan record detail report.



**Step 11:** Select **Now** from the **Transmission** menu.



**Q.** How soon after requesting the electronic loan record detail report will the user be able to download the report?

**A.** If the electronic loan record detail report is requested before 10am EST, the requestor should be able to retrieve the report by the end of the same business day that the request was made. If the report is requested after 10am EST, the requestor will be able to retrieve the report by the next business day.

**Step 12:** Once EDconn32 has finished processing the Transmission Now request, select **Mailbox Query** from the **New** option on the **File** menu.

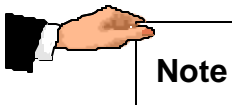


**Step 13:** EDconn32 will provide a list of those files that are available for download. From the list of files available to be downloaded, identify the electronic loan record detail report that was requested.

Move to TQ	Message Class	Item Number	Description	S
<input type="checkbox"/>	ODRE98OP	003168933266281757	DRAFT 98 RATE EXTRACT	T0500
<input type="checkbox"/>	ODRR98OP	003168933266447752	DRAFT 98 RATE REPORT	T0500

The FY 1998 official loan record detail report will be listed using the following message classes:

- ODRE98OP for **extract** files;
- OR
- ODRR98OP for **report** files.



**Note** At the time this Guide was sent to print, it was unclear if the Department would be able to provide electronic loan record detail reports for cohort default rates other than FY 1998. However, if the Department is able to provide electronic loan record detail reports for cohort default rates other than FY 1998, "Appendix C" provides a complete listing of the message classes associated with cohort default rates other than FY 1998.

**Step 14:** Place a check mark, in the **Move to TQ** column, next to the message class associated with the requested electronic loan record detail report.

Move to TQ	Message Class	Item Number	Description	S
<input checked="" type="checkbox"/>	ODRE98OP	003168933266281757	DRAFT 98 RATE EXTRACT	T0500
<input checked="" type="checkbox"/>	ODRR98OP	003168933266447752	DRAFT 98 RATE REPORT	T0500

**Step 15:** Select **Now** from the **Transmission** menu.  
EDconn32 will download the file to the designated directory.



**Step 16:** Access the file from the directory that was designated to receive the downloaded file.



For questions about the Title IV WAN mailbox or downloading files, contact Title IV WAN Customer Service at (800) 615-1189.